

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**FLEET SHOP SUPERVISOR
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs supervisory, technical and administrative work overseeing the repair and maintenance of a fleet of motor vehicles, heavy equipment and support equipment for the City and outside agencies. Employee reports to the Fleet Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for scheduling preventive maintenance and repairs for all equipment and vehicles maintained by the department, determining repair priorities, assigning work, supervising employees, initiating and closing work orders, and reviewing completed repairs. Employee works with a staff of technicians in analyzing complex repairs. Work also involves determining needs related to training and safety and implementing those training and safety programs; processing purchase requisitions; assisting, on an as-needed basis, with the conduction of state inspections, the performance of minor repairs, and stockroom operations; maintaining vehicle records; assisting with the disposal of surplus City equipment. Work is performed under limited supervision of the Fleet Manager and is evaluated through observation, review of work completed, and the achievement of established divisional goals.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Schedules preventive maintenance and repairs; initiates and closes computerized work orders and checks completed repairs.

Assigns duties, supervises, and evaluates employees, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, hiring, training, assigning, scheduling, granting leave, appraising, disciplining, etc., submitting such records and reports as required by division manager.

Implements and documents divisional safety programs.

Evaluates repair vs. replacement for cost analysis.

Evaluates outsourcing repair costs vs. internal repair costs for the best use of maintenance funds.

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Works closely with the Risk Manager and associated staff to schedule the repair of vehicles and associated equipment damaged as a result of accidents; coordinates the repair of vehicles and associated equipment with insurance companies and repair shops; coordinates the selection of repair shops.

Assists mechanics with analysis of complex repairs; inspects work in progress ensuring adherence to safe work practices and procedures.

Assists, on an as-needed basis, with the performance of preventive maintenance and minor repairs on vehicles.

Assists, on an as-needed basis, with the performance of State inspections of vehicles.

Maintains records of service and repair work performed on vehicles, as required.

Creates equipment records in divisional database for all new equipment purchases.

Coordinates exchange of new and replacement vehicles, ensuring new equipment has appropriate lettering decals, tags, etc.

Ensures daily compliance with all federal and state regulations affecting the operation of division, including OSHA and EPA requirements.

Administers the 24/7 On-Call Mobile Mechanic Program.

Evaluates all warranty agreements and coordinates the repair or processes the claims for recovery of repair costs.

Assists the Purchasing Division of the Finance Department with determining which vendors are the most cost-effective for the City; ensures purchases from those vendors.

Assists with defining equipment specifications and in the inspection/compliance of delivered vehicles and associated equipment.

Evaluates and makes recommendations regarding the cost effectiveness of the refurbishment of vehicles.

Assists the Fleet Manager in preparing complex reports requested by management.

Assists with the disposal of surplus vehicles and associated equipment including, but not limited to, evaluating vehicles and associated equipment based on the guidelines established in the City's New and Replacement of Fleet Vehicles and Equipment Policy.

ADDITIONAL JOB FUNCTIONS

Acts as Fleet Manager in his/her absence.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the standard practices, tools, materials and equipment used in the repair and maintenance of motor vehicles.

Considerable knowledge of the operating principles of diesel and gasoline engines and of the standard mechanical components of automotive and related equipment.

Considerable knowledge of the occupational hazards and safety precautions of automotive equipment repair work and large-scale shop operations.

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Considerable knowledge of computerized maintenance systems.

General knowledge of the principles of supervision, administration and organization.

Skill in the use and care of tools, equipment, and materials used in the maintenance and repair of automotive and related equipment.

Ability to exercise independent judgment and initiative in detecting malfunctions and in solving mechanical problems.

Ability to understand and follow oral and written instructions.

Ability to prepare and maintain computerized records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and formal technical school training in auto/truck mechanics, with an associate's degree in auto mechanics preferred, and 10 to 15 years of automotive experience, including a minimum of 5 years supervisory experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Automotive Service Excellence Master Certification. Possession of a valid driver's license issued by the State of North Carolina. Possession of a valid Class A Commercial Driver's License issued by the State of North Carolina within six months of date of hire.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

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Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 16
Exempt